



TO: Recertification Course Sponsor

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SUBJECT: RECERTIFICATION COMPILATION METHOD INSTRUCTIONS

The Washington State Department of Agriculture requires that pesticide license recertification courses contain a minimum of 100 minutes (2 credits) of qualified topics. (See the Pesticide Recertification Course Accreditation Policy.) The compilation method provides an option to groups that meet throughout the year for shorter meetings that alone do not meet the minimum time requirement. By compiling times from several meetings, the 2 credit minimum is met.

The accreditation process for the compilation method is similar to the standard process but with some differences. In order for WSDA to review your ongoing courses for accreditation, you must submit the following documents **at least three weeks prior to the first meeting**:

- ☒ A completed **WSDA Request for Recertification Course Accreditation form**. Even though you may have provided some course information on your cover letter or in the body of one or more meeting agendas, you must still submit this completed accreditation form. **Note: You only need to submit one form for all your meetings but you must detail the date and time of each meeting on an attachment.**

Please note - only topics dealing specifically with pesticides, pests and pest management will be approved for recertification credit. (See policy for further detail.)

- ☒ A brief description of the presentation(s) for which credit is being requested. You will be notified which meetings have been granted credit. Do not put out course rosters for meetings not receiving credit! If your course agendas have not yet been determined, you must submit this information after each course (see below). WSDA will not be able to provide you with a detail of which meetings received credit until your final paperwork is submitted.

Additional requirements for compilation method accreditation:

- ☒ Notify WSDA three weeks prior to the start of any meeting that you did not provide a date for on your original application.
- ☒ After **each** meeting, provide WSDA with:
 - (1) the original, completed sign-up sheets **not** a fax. (Be sure to retain copies for the end-of-the-year compilation detailed below.)
 - (2) an agenda or meeting outline detailing the topics discussed and the amount of time devoted to each discussion. **This is only required if you did not submit this information with your original application.**

- ☒ After the last meeting of the year, you must submit a final compilation chart (example below) that clearly details the meetings attended by each licensee. At a minimum, it must include:
- (1) each attendee's name and license number; and,
 - (2) the dates of the meetings each licensee attended.

Sign-up sheets will be mailed or faxed to you approximately one week prior to the start of the first course. These sheets serve as the official proof of a licensee's attendance. The compilation chart allows for efficient and accurate entering of the recertification credits. **Both documents are necessary for your compilation method course to be accredited.**

Please read the section of the attached policy that details your responsibilities as a sponsor. Failure to adhere to these requirements can result in denial of future requests.

To ensure the integrity of the accreditation process, WSDA randomly monitors accredited recertification courses. The course sponsor must allow WSDA personnel access to courses at no charge in order to perform this activity.

COMPILATION CHART EXAMPLE

2002 Asotin County Growers Breakfast Meetings – R02900

NAME	LIC. NO.	JAN 2	MAR 6	MAY 1	SEPT 4	NOV 6	TOTAL**
Ames, Jack	12345	*	*	*	*		4
Brown, Erik	543		*			*	2
Fowley, Don	33			*	*	*	3
Green, Ed	6667				*	*	2
Klut, Norm	4289	*	*			*	3
Laress, Tim	5555	*	*	*	*	*	5
Etc.....							

* Denotes meetings attended.

** Only include data in this column if WSDA notified you ahead of time which meetings received credit

Tips:

- Create the chart in at least 12-point font as any smaller makes data entry difficult.
- If WSDA has not given you credit totals for each meeting ahead of time:
 - ➔ **do not** complete the totals column. WSDA will determine that amount **after** we receive your chart.
 - ➔ **do** let attendees know that they may not receive credit for each meeting.